



## **DRUG AND ALCOHOL POLICY**

### **Purpose**

In compliance with the Drug-Free Workplace Act of 1988, Sunshine Village has a longstanding commitment to provide a safe, quality-oriented and productive work environment consistent with the standards of the community in which the company operates. Alcohol and drug abuse poses a threat to the health and safety of Sunshine Village employees and to the security of the company's equipment and facilities. For these reasons, Sunshine Village is committed to the elimination of drug and alcohol use and abuse in the workplace.

### **Scope**

This policy outlines the practice and procedure designed to correct instances of identified alcohol and drug use in the workplace.

This policy applies to all employees and all applicants for employment of Sunshine Village. The Human Resource (HR) department is responsible for policy administration.

### **Substance Abuse Awareness**

Illegal drug use, use of controlled substances and alcohol misuse have many serious adverse health and safety consequences. Information about those consequences and sources of help for drug or alcohol problems is available from the HR department, which has been trained to make referrals and to assist employees with drug or alcohol problems.

### **Notification of Convictions**

Any worker who is convicted of a criminal drug violation in the workplace must notify the organization in writing within 5 calendar days of the conviction. The organization will take appropriate action within 30 days of notification. Sunshine Village is required to notify our federal contracting agency of any covered violation. Under the terms of the Drug-free Workplace Act, the employer has 10 days to report that a covered employee has been convicted of criminal drug violation.

### **Employee Assistance**

Sunshine Village recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

- Encourages workers to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages workers to use the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Ensures the availability of a current list of qualified community professionals.
- Offers all workers and their family member's assistance with alcohol and drug problems through the Employee Assistance Program (EAP).
- Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.

### **Work Rules**

1. Whenever employees are working Monday- Friday 8am-4pm, and/or operating any Sunshine Village vehicle, they are prohibited from:
  - a. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug or controlled substance (to include possession of drug paraphernalia).
  - b. Being under the influence of alcohol or an illegal drug or other controlled substance.
  - c. Possessing or consuming alcohol or an illegal drug or other controlled substance.
2. The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body system, while performing company business or while in a company facility, is prohibited.
3. Sunshine Village will also not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
4. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

### **Required Testing**

#### **Pre-employment for Transportation Department**

Employees who perform duties in the transportation department (Van Driver) are subject to pre-employment drug testing. All applicants for transportation positions must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.

#### **Reasonable Suspicion**

When reasonable suspicion indicates that an employee may be under the influence of drugs or alcohol, Sunshine Village may send that employee for testing. Refusal to cooperate with a request for testing will be grounds for termination.

#### **Follow-up**

Employees who have tested positive, or otherwise violated this policy, are subject to discipline, up to and including discharge. Employees who return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by

Sunshine Village, will be expected to comply with all conditions of employment, including all Sunshine Village policies. If the employee either does not complete the rehabilitation program or tests positive after completing the rehabilitation program, the employee will be subject to immediate discharge from employment.

### **Collection and Testing Procedures**

Employees subject to alcohol testing should be driven to a Sunshine Village designated facility and directed to provide specimens. Alcohol tests may, however, be a breath, blood or saliva test, at the company's discretion. For purposes of this policy, test results generated by law enforcement or medical providers may be considered by the company as work rule violations.

Applicants and employees subject to drug testing should do so at a designated Sunshine Village medical facility and directed to provide urine specimens. The laboratory will screen all specimens and confirm all positive screens. There must be a chain of custody from the time specimens are collected through testing and storage.

### **Consequences**

Applicants who refuse to cooperate in a drug test or who test positive will not be hired and will not be allowed to reapply/retest for one year.

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. If the employee refuses to be tested, yet the company believes he or she is impaired, under no circumstances will the employee be allowed to drive himself or herself home.

### **Confidentiality**

All information received by the organization through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

### **Enforcement**

The HR department is responsible for policy interpretation, administration and enforcement.